

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

This is not an official examination bulletin

INTERMEDIATE TYPIST CLERK

The Northeast Mental Health Center is seeking a highly qualified Bilingual Spanish-speaking individual to manage our reception area. This individual must possess the ability to function in a fast-paced working environment.

EXAMPLES OF DUTIES:

- Answering questions from the public on the telephone and in person in regards to clinic's policies and procedures with respect and courtesy
- Making, rescheduling, and canceling doctor's appointments
- Receiving and logging payments from clients. Making deposits as appropriate
- Having a strong knowledge of computer programs: Word, Excel, Outlook, Power Point, Integrated System (IS)
- Data entry of staff's Units of Service

DESIRABLE QUALIFICATIONS

- Bilingual Spanish speaking
- Ability to multi-task, prioritize, organize to meet deadlines for assignments and audit compliance
- Have strong verbal and written communication skills
- Being highly motivated
- Ability to work independently and as a team player
- Having excellent social skills

Interested individuals currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail or fax their resume, master timecard – 2 years, and last 2 performance evaluations no later than **March 22, 2012**, to:

Veronica Ontiveros
Secretary III
Northeast Mental Health Center
5321 Via Marisol
Los Angeles, CA 90042
(323) 478-8200
Fax: (323) 254-3200